



TOWN OF VERNON

Office of the Mayor

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Daniel A. Champagne
Mayor

Michael J. Purcaro
Town Administrator

Dawn R. Maselek
Assistant Town Administrator

RISK MANAGEMENT ADVISORY COMMITTEE REGULAR MEETING

MINUTES

March 10, 2020

6:00 PM

14 PARK PLACE

TOWN HALL, ADMINISTRATION
VERNON, CT

RECEIVED
VERNON TOWN CLERK
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The March 10, 2020 Risk Management Advisory Committee Regular Meeting was called to order by Chairman John Morissette at 6:05 PM. Members present were Bill Gilson, Don Schubert and Fred Padgett. Also in attendance were Dawn Maselek, Assistant Town Administrator; former member Paul Jonas; Rob Grasis, Director WPCA; as well as Dan Anderson and David Harris from H. D. Segur. No public comments were received.

The meeting began with the approval of the minutes from the December 10, 2019 meeting by a motion made by Bill Gilson and seconded by Fred Padgett. The motion carried unanimously.

The Town of Vernon's Health Insurance policy review was reported on by Dawn Maselek, Assistant Town Administrator. The medical carrier proposals are still under review. Self-insurance is off the table for this year as long as the carrier proposals are good. Self-insurance will be reviewed again next year.

New Business followed with an inquiry from Chairman Morissette relative to the new Board of Education representative since previously appointed Thomasina Russell did not seek re-election. No nominee has been appointed. The Board of Education will be notified and asked for a nominee for next meeting.

COVID 19 – the Committee was brought up to speed on the Town of Vernon actions relative to COVID 19. A Press Release is being developed collaboratively with the Board of Education relative to this health emergency and will be released sometime tomorrow. The State has partially activated their EOC and Labor Counsel is being consulted relative to staff issues that may arise.

Recent IT Issues – Dawn Maselek, Assistant Town Administrator addressed the situation. This is currently being worked under Attorney Client Privilege and we are not at liberty to share details. She could share that it is being handled by a qualified law firm on our behalf that specializes in cases such as this. We enacted our plan for this type of situation and we were successful.

WPCF Upgrade - The project is going well. The weather has cooperated and the schedule is good. December, 2022 is the scheduled completion date. During the course of the project some old piping and other items below ground have been unearthed that were surprising from the 1930's or before. However, we are within budget for now and look forward to successful completion on time. We have hit the contingency funds, but, still on schedule. This is a very tricky process with many moving parts. Working with Kruger and Tighe & Bond to make our way through some of the issues and doing our best to stay on the

installation schedule. A brief discussion took place relative to the Builder's Risk issue between the Committee and Dan Anderson HD Segur.

Risk Tracking - Chairman Morissette requested that a matrix be put together of the top ten risks of concern to the Administration. This was a simple request of the Chairman, no motion, no vote.

Bill Gilson asked about some tree cutting taking place in Henry Park by a contractor that he was curious about. Dawn Maselek offered to follow up with the Parks Director and report back.

The meeting was adjourned at 7:15PM by a motion made by Bill Gilson and seconded by Fred Padget. The motion carried unanimously.

Respectfully,

A handwritten signature in blue ink that reads "Diane Wheelock". The signature is fluid and cursive, with a long horizontal stroke at the end.

Diane Wheelock
Recording Secretary